

	Portales Police Department	SOP #	102.05
	Standard Operating Procedure & Policy	Date Revised:	
		ADM. #	02.05
1700 N. Boston St. Portales NM, 88130	Alternatives to Arrest	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

I. PURPOSE

- A. It is the policy of this Department to utilize the Criminal Citation in lieu of arrest whenever applicable, thereby reducing the time consumption involved with physical arrests while still taking enforcement action. In most cases, the officer will make the decision of whether a citation will be issued or a physical arrest made for the offense.

II. POLICY

- A. Criminal citations may be used for offenses which are classified petty misdemeanors.
- B. In order for the court to have the necessary information to process the complaint, the victim and witness(es) name, DOB, address and telephone number shall be listed in the offense/incident report. The criminal citation must be completed properly including property shoplifted and total dollar amount.
- C. The officer will be sure that the correct violation and ordinance or statute number is used.
- D. Complete details of the incident should be placed in the offense/incident report.
- E. If any evidence is taken, the case number will be listed on the evidence form.
- F. If a criminal citation is issued to a person over 18 and under 21 years of age for an alcohol violation, the citation will be sent to Municipal Court.